

Regular Council Meeting—March 12, 2013

The meeting of the Council of the Town of Altavista was held in the Council Chambers of the J.R. Burgess Municipal Building, 510 Seventh Street on March 12, 2013 at 7:00 p.m.

1. Mayor Mattox called the meeting to order and presided.
2. Pastor Kelsey Brown, Altavista Presbyterian Church, gave the invocation.

Council members  
present:

Mayor Michael Mattox  
Mrs. Beverley Dalton  
Mr. Charles Edwards  
Mr. Tracy Emerson  
Mr. Timothy George  
Mr. Jay Higginbotham

Council members  
absent:

Mr. Bill Ferguson

Also present:

Mr. J. Waverly Coggsdale, III, Town Manager  
Mr. Dan Witt, Assistant Town Manager  
Mrs. Tobie Shelton, Finance Director  
Chief Clay Hamilton, Police Department  
Mr. John Eller, Town Attorney  
Mr. John Tomlin, Public Works Director  
Mr. Steve Bond, Wastewater Treatment Director  
Mr. Chuck Cofflin, Water Plant Director  
Mrs. Megan Lucas, Economic Dev. Director  
Mrs. Mary Hall, Administration

3. Mayor Mattox asked if there were any questions regarding the agenda.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to approve the agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

4. Public Comment

Mayor Mattox asked if anyone not listed on the agenda would like to comment.

No one came forward.

5. Special Items or Recognitions

- a) Avoca Annual Report

Mr. Frank Murray, Executive Director of the Avoca Museum, came forward and gave the annual report noting 71 events were held at the museum in 2012. He praised the many volunteers for their hours of service to make these events a success.

Mayor Mattox thanked Mr. Murray for the work he is doing stating the Avoca Museum is a true asset to the Town.

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Mayor Mattox recognized the Boys and Girls High School Varsity Basketball teams. The girls finished as state runners up and the boys won the state championship in the Single A Division.

It was the consensus of Council to present each team with a resolution at the April 2013 Council meeting.

### 6. Consent Agenda

- a) Approval of Minutes-Regular Meeting February 12, 2013
- b) Appointment to Recreation Committee-Ann Shelton
- c) Receive monthly review of Invoices
- d) Receive monthly review of Revenue & Expenditures
- e) Receive monthly review of Reserve Balance/Investment Report
- f) Approval of Budget Amendment for purchase of tables/chairs for Train Station as directed by Council.

A motion was made by Mr. George, seconded by Mr. Emerson, to approve the items as listed on the consent agenda.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

### 7. Public Hearings

### 8. Standing Committee/Commission/Board Reports

#### a) Council Committees

##### i. Finance/Human Resources Committee

Mrs. Dalton advised the Finance/Human Resources Committee met on Wednesday, March 5, 2013 to discuss items that had been placed on their agenda and submits the following items for Council's review:

#### Peer Group Comparison Report

Per direction of the Mayor, the Finance/Human Resources Committee has reviewed the components of the Peer Group Comparison Report that are relevant to their oversight. The Committee offers the following thoughts:

Relatively proportionate to peer group in regard to staffing.  
Due to staff size, the Auditors annually point out the inability to totally segregate the financial control duties.

#### Taxes and Fees

Analysis should report taxes both in nominal terms and effective rates. The effective rate is the most helpful.

Differences in how communities raise revenue.  
Know what our rates are and how we stack up to the Peer Group.  
Makes us acutely aware of the situation and we can look for opportunities when warranted.  
Discovered some errors in the tax rate calculations based on FY2012 figures for Town of Altavista and Campbell County that will be incorporated into the final document. (This would lower the

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Town/County ranking in comparison of FY2012 figures; although it would increase in the FY2013 levels due to increases in several tax rates by Campbell County.)

Overall

Interesting and helpful exercise.  
Long term conclusions still being formulated per on-going dialogue with members of the peer group.  
Altavista's relative standing among peers is instructive. The more important issue is to understand why we stack up as we do. What are the differences and similarities in the way these communities operate, we continue to learn from this exercise.  
Identifies some items to explore.  
Information will be valuable once the budget process is further along.  
Expands on the existing network of resources.  
Peer Group Analysis should be looked at periodically, as a Council agenda item.  
Continue to evaluate our position among these and potentially other peers.

Task Order 11 – Pittsylvania Avenue Intersection (VDOT-LAP)

Mrs. Dalton advised the Finance Committee considered Task Order 11 for the Pittsylvania Avenue Intersection (VDOT – LAP) project in the amount of \$32,800. This task order is for Construction Administration and Resident Project Representative Services associated with the VDOT "Locally Administered Project" as provided by Wiley Wilson. Due to the funding sources, VDOT must review and approve all expenses associated with this project; we just received approval to move forward with this task order. The funding for these services comes from VDOT as part of the project budget. The Finance Committee recommends approval of this Task Order.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, that Task Order 11 for the VDOT LAP—Pittsylvania Avenue Intersection project in the amount of \$32,800 be approved.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Other Agenda Items

Avoca Request

Mrs. Dalton advised staff continues to work with Avoca's staff and board in regard to analyzing their request to add their employees to the Town payroll system for purpose of participation in the Virginia Retirement System (VRS) and eligibility for health insurance. They feel this will enhance their ability to attract a good candidate when they hire a new Executive Director once Mr. Frank Murray retires within the next year.

VRS Discussion

This item was deferred to next month's agenda

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Budget Amendment- Replacement of Tables and Chairs at Train Station

Approved under Consent Agenda

Budget Discussion

Staff updated the Committee on work that is being done to analyze the Town's financial position in regard to the potential funding options for the projects that were identified in the Water Asset Management Study.

ii. Police/Legislative Committee

No report.

iii. Public Works/Utility Committee

Mrs. Dalton reported the Public Works/Utility Committee met on Wednesday, February 20, 2013 to discuss items that had been placed on their agenda. The following items are submitted for Council's review/consideration:

Recreation Committee Report Items

Last month, several items were referred to the Public Works/Utility Committee as a result of a report by the Recreation Committee. The Public Works/Utility Committee has reviewed the recommendations on allowing dogs in English Park and closure of the loop road (along the river) in English Park and recommends that a Public Input Session be held at Council's April 9<sup>th</sup> meeting in regards to these items.

A motion was made by Mrs. Dalton, seconded by Mr. George, that Council schedule a Public Input Session for Tuesday, April 9, 2013 at 7:00 p.m. in regard to allowing dogs in English Park and closing the loop road to public vehicular traffic in English Park.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Peer Group Comparison Report

Per direction of the Mayor, the Public Works/Utility Committee has reviewed the components of the Peer Group Comparison Report that are relevant to their oversight. The Committee offers the following thoughts:

Public Works

No glaring deficiencies were identified.  
Public Works Director has communicated with his "peers" to gather additional information and has created a good "network" of resources.  
Discovered that some localities did not report "VDOT Highway Funds"  
Some localities utilize "seasonal" employees.  
Peer group members have reached out to Altavista to learn "how we do things".

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Utilities

Continue to explore "cross-training" of Water and Wastewater employees, for redundancy.

Continue to explore use of technology and the cost benefit it may bring.

Continue to analyze organizational structure for improvement as attrition occurs.

WWTP – Altavista's sludge process is much different than the other peer communities, which dictates part of the staffing complement.

Water- VDH permit requires two operators, when plant is in operation.

**OVERALL**

Committee felt it was a positive experience, through:

Good tool to compare/contrast ourselves with others, although not necessarily a decision making tool.

Providing networking opportunities for our staff.

Members feeling better informed about the operations.

Creating a benchmark moving forward.

Better understanding what other communities do and how services are paid for.

Mr. Tomlin advised he is awaiting information from the Virginia Department of Transportation in regards to the drainage issue at the intersection of Charlotte and Fifth Streets.

b) Others

i. Altavista Economic Development Authority

Mrs. Rayetta Webb, Altavista Economic Development Authority Chair, addressed Council. She advised this is a cooperative effort of Mrs. Lucas and a focus group comprised of members of AOT, Altavista Chamber of Commerce and AEDA. The AEDA has created awareness, generated interest and ultimately hope to bring jobs to this community with this marketing plan. She noted an advantage that the Town now has is a full time Economic Director, Mrs. Lucas. Mrs. Webb stated at the last AEDA meeting, the board members voted unanimously to approve \$35,000 for the one time expenditures of the marketing plan.

Mr. Edwards left the chamber at 7:21 p.m.

A motion was made by Mr. George, seconded by Mrs. Dalton, to approve the concept of the Economic Development Marketing Plan.

Motion carried:

VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

ii. Board of Zoning Appeals

9. New Business

a) AOT Cruise In Request

Mr. Coggsdale advised for the past several years, Altavista on Track (AOT) has hosted "Cruise In" events during the months of April through October in the downtown area. Altavista on Track is once again seeking authorization to have the Cruise In events downtown and would like permission to

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close the Hwy 29 Business/Main and Broad Street from 7<sup>th</sup> to Main Streets  
For the closure of Main Street, the request must go to VDOT and they must approve. AOT is working on getting that approval at this time. He noted the June and August Cruise In events would be held at English Park in conjunction with Uncle Billy’s Day and the Rotary’s River Festival, respectively.

A motion was made by Mrs. Dalton, seconded by Mr. Higginbotham, that AOT be authorized to close the requested streets in the Town for the monthly Cruise In events and proper approval from VDOT for Main Street is obtained.

Motion carried:		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

Mr. Edwards returned to Chambers at 7:30 p.m.

10. Unfinished Business

a) Public Nuisance (February Meeting)

Mr. Coggsdale referred to last month’s Council meeting in regards to the Public Nuisance Hearing for barking dogs at 327 Myrtle Lane. Following the hearing, Council decided to take the issue under advisement until their next meeting. Staff reports that there have been no additional formal complaints in regard to dogs barking at the subject site at this time.

After some discussion, Council agreed to take the issue under advisement until the April 2013 Council meeting.

A motion was made by Mrs. Dalton, seconded by Mr. Emerson, to take the issue of the barking dogs at 327 Myrtle Lane under advisement until the April 2013 Council meeting.

Motion carried:		
VOTE:	Mr. Michael Mattox	Yes
	Mrs. Beverley Dalton	Yes
	Mr. Charles Edwards	Yes
	Mr. Tracy Emerson	Yes
	Mr. Timothy George	Yes
	Mr. Jay Higginbotham	Yes

11. Manager’s Report

a) Project Updates

**VDOT Enhancement Project and Downtown Utility Replacement Project and Pittsylvania Avenue Intersection Project**

- The Intersection/Infrastructure/Streetscape Project (Project 5&6) has begun, with the contractor mobilizing on site.
- Pittsylvania Avenue Intersection Project has a deadline of June 1, 2013.
- VDOT Enhancement Project and Downtown Utility Replacement Project has construction period of 365 days.
- Approved VDOT Land Use Permit received from VDOT (Early March 2013)
- “Street level meetings” with businesses and interested individuals begin on March 11<sup>th</sup> at 8:00 a.m. at the Altavista EMS Thrift Store.

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- b) Reports
  - i. Departmental
  - ii. Others
- c) Other Items as Necessary

Mr. Coggsdale advised the Town wide Clean Up is scheduled for March 16 at English Park.

- d) Informational Items

### 12. Matters from Town Council

Mr. Higginbotham mentioned a problem at the Wastewater Treatment Plant with muskrats eating the trees. He noted Mr. Lou Licht will be visiting on March 26.

Mayor Mattox announced the budget work session is scheduled for March 25 at 6:00 p.m.

### 13. Closed Session

Mayor Mattox asked if there was anything else to bring before Council.

No one came forward.

The meeting was adjourned at 7:38 p.m.

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Michael E. Mattox, Mayor

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J. Waverly Coggsdale, III, Clerk